



**APPLYING
FOR A POSITION
AT THE
CITY OF MESA**

200 S. Center St., Bldg. #1
Mesa, AZ 85210

Mailing Address
P. O. Box 1466
Mesa, AZ 85211-1466

General Information (480) 644-2365

Job Hotline (480) 644-2759

Out of area Hotline (800) 662-5053

Website: <http://www.cityofmesa.org>

Thank you for your interest in employment opportunities with the City of Mesa. This brief review of the most frequently asked questions is designed to assist you in understanding our application process. For additional information, please contact us at (480) 644-2365.

WHEN CAN I APPLY FOR A POSITION?

Applications are distributed and accepted only for positions currently open, and for which we are actively recruiting.

HOW WILL I KNOW WHICH JOBS TO APPLY FOR?

The City of Mesa posts job announcements for open positions for which we are actively recruiting. These announcements contain an opening date, a closing date/time, Salary information, a description and qualifications of the job, and a brief summary of the selection process for that recruitment. You may review any job announcement and compare the qualifications and essential functions listed to your own experiences and education. If you decide to apply for the position, you must submit a completed application to the Personnel Office by 5:00 p.m. on the closing date.

WILL MY APPLICATION FOR ONE POSITION BE AUTOMATICALLY CONSIDERED FOR OTHER SIMILAR POSITIONS?

Because the City uses job specific supplemental questionnaires, you must submit a separate application and supplemental questionnaire for each open position in which you are interested. These forms follow each job announcement posted on the Internet.

HOW CAN I GET INFORMATION OR AN APPLICATION?

- Call our Job Hotline at (480) 644-2759 or out of state Hotline (800) 662-5053. Hotline information is updated weekly on Friday afternoons for next week openings.
- Visit the Personnel Office at 200 S. Center St., Bldg. #1, in Mesa, where open positions are posted and you can pick up applications.
- Contact the Personnel Office at (480) 644-2365 to request an application packet by mail.
- Visit the City of Mesa's website at <http://www.cityofmesa.org> to see all open position announcements. The application forms are included within each announcement (forms follow the announcement). Download the announcement/forms following the announcement. If you don't have Adobe Acrobat Reader on your computer, download/install the free Adobe Acrobat Reader software - link on our website.
- Join the list serve on our website at <http://www.cityofmesa.org> then select Mesa Employment, General Information and scroll down the page to the section to Subscribe or Leave the City of Mesa Job Openings List Server. This will allow you to sign up to receive an automatic weekly e-mail with position titles that will open the following week.

HOW DO I APPLY?

Your original application and supplemental questionnaire forms must be physically received in our office by the closing date/time. No electronic media files (fax or e-mail) are acceptable. In most instances, a supplemental questionnaire will be attached to the application to explain your specific qualifications and experience. This supplemental form focuses on the job, and allows you to detail your experience and education specifically for the position.

If you need more space to show your complete work experience, attach an Employment Record Addendum (available in Personnel) or use an additional sheet of paper using the application format. Fill out your application and supplemental questionnaire in dark ink or type it, since interested members of the hiring department may photocopy applications for later review (pencil/light shades of ink don't photocopy well and important information may not be clear.)

Your qualifications will be evaluated on the information you provide on the application itself; therefore, it is important that you fill out the application and supplemental questionnaire completely, even if you attach a resume. Resumes are reviewed for clarification purposes only.

The Personnel Office hours are from 7:30 a.m. to 5:00 p.m., Monday through Friday. To ensure your application is received before the closing date/time, you may:

- Drop your application off at the Personnel Office; or
- Mail your application to City of Mesa, Personnel Office, P. O. Box 1466, Mesa, AZ 85211-1466.

Note: If you send your application by overnight mail service use the following address:

City of Mesa
Personnel Office
200 S. Center Street
Mesa, AZ 85210

WHAT HAPPENS AFTER I APPLY?

You will receive written notification regarding the status of your application as quickly as possible. Since we generally receive a large number of applications, the screening process can take several weeks. Please be patient and allow us enough time to give each application the careful consideration and attention it deserves.

HOW DOES THE SELECTION PROCESS WORK?

The selection process varies depending on the position. A brief summary of the selection process appears at the end of each job announcement. A list of qualified candidates is established for each recruitment. This list of qualified candidates is used to fill the vacancy by the hiring department.

IF A TEST IS GIVEN, DOES EVERYONE WHO APPLIES TAKE IT?

Before any decision is made regarding who is invited to test, each application is reviewed based on the qualifications and requirements of the position. Only candidates who most closely match the needs and requirements of the position are invited to participate in a testing process. If you receive notice that you are not among the most qualified candidates, don't be discouraged. Sometimes the competition is pretty tough!

WHAT HAPPENS AFTER I TAKE THE TEST?

You will be notified by mail of your status after the examination process. The hiring department may select any eligible applicant who receives a passing score on the exam.

WHAT CAN I EXPECT IF I AM CONTACTED FOR AN INTERVIEW?

Be certain that you know when and where the interview will be held. It is also important to know what type of interview you are will have:

- Informal – this interview is typically a one-on-one interview conducted by the hiring department.
- Oral Board – this is a formal interview conducted by three or more subject matter experts. These individuals will evaluate your responses to standardized, structured interview questions.

The Personnel Office may or may not be involved in the interview process.

WHAT SHOULD I DO IF MY ADDRESS OR PHONE NUMBER CHANGES?

If you are on a list of eligible applicants and the hiring department or the Personnel Office is unable to contact you, you cannot receive consideration for that job. So, it is very important that you keep the Personnel Office informed of any changes in contact information.

If your phone number or address changes, notify the Personnel Office immediately. We will make the necessary changes to the recruitment file for you.

Good luck in your employment endeavors with the City of Mesa!

**The City of Mesa respects, values, and welcomes diversity in our workforce.
To this end, we encourage all interested people to apply.**

Prepared by:
City of Mesa Human Resources Division

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